

Chief, Administrative Staff/L)

3 September 1953

Chief, Inspection and Review Staff/L)

Review of Organization, Functions and Staffing of the Administrative Staff

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No. Change in Class.	
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By	35

1. In connection with the current review of the organization, staffing and functions of the Administrative Staff, request that detailed statements of activities to be performed within each functional area of the Administrative Staff be developed and furnished to the undersigned not later than 18 September 1953. Insofar as possible, statements furnished should reflect present and anticipated workload and manpower requirements for each activity.

2. Functions and activities for which statements are requested should include, but not necessarily limited to, the following:

a. Budget and Fiscal Matters. Statement on this area should include an indication of estimated foreseeable effect on staffing requirements in the event Logistics Office is:

- (1) Assigned responsibility for maintaining detailed accounting of funds expended in materiel support of approved Agency projects and programs.
- (2) Allotted all Agency funds for the "transportation of things" (03 funds).

b. Records Management, Mail Service and Courier Service.

c. Training Program. Statement for this activity has been furnished informally to the undersigned. This statement is being revised and, upon completion, may be used by your staff as a guide in the development of other statements requested.

d. Career Service Program. Statement should reflect all activities necessary to carry out objectives and policies as announced in the statement of the Logistics Career Service Board recently developed in your staff.

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e. Personnel Management, General. Statement should reflect all activities required for the maintenance of an adequate personnel program for Logistics Office, not previously contained in statements for the Training and the Career Service programs ( paragraphs 2c and 2d above).

f. Procedures. Statement should reflect activities, workload and manpower required to coordinate the development and publication of procedures for areas not yet covered and those procedures that have been published, now requiring major revision. Statement should also include a reflection of workload and minimum manpower requirements essential to maintain procedures, Logistics Office organization manual, and other regulatory and directive type issuances in a current status.

g. Security Program. Statement should include a listing of specific activities requiring the expenditure of staff time and should reflect inspections scheduled within departmental and [redacted]

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h. Other Administrative and Office Service Activities Assigned.

Items to be included in this category are office space management, administration of parking spaces, nonrecurrent projects, publication of Logistics Office Notices and other documents, and any other activities performed on a recurrent basis within the Administrative Staff -- not a part of functional areas specified above.

3. Statements requested above should include a listing of files and records maintained or to be established in connection with each activity listed, together with reports prepared and approximate staff time required therefor.

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